

# Mid-Atlantic Regional Archives Conference

## FALL 1998 MEETING

### ARCHIVAL CHALLENGES AND SOLUTIONS FOR THE 21<sup>ST</sup> CENTURY



**WASHINGTON, D.C.  
NOVEMBER 19-21, 1998**

Hyatt Regency Washington D.C. on Capitol Hill

## WELCOME!

### WELCOME TO WASHINGTON, DC

The Local Arrangements Committee and Program Committee are pleased to welcome MARAC to Washington DC, where you will discover some of the nation's finest restaurants, theaters, monuments and cultural institutions. Washington is a diverse and sophisticated city with fun and entertainment for the entire family. The conference hotel is within walking distance of many of the city's major attractions including the Smithsonian Museums, the National Gallery of Art, the Capital Building, and the Library of Congress, so be sure to spend some time away from the hotel to take in the many wonderful sights the nation's capital has to offer.

Our program, *Archival Challenges and Solutions for the 21st Century* features a variety of sessions which examine how the archival profession is changing and the important questions which we must resolve in the future, such as the impact of technology, outreach and development, financial and legal concerns, the representation of race and ethnicity, as well as special topics of special interest to the loan arranger. The Thursday workshops feature a reprise of the popular EAD workshop held in Wilmington last fall, as well as sessions on records management, appraisal and a particularly timely exploration of copyright issues as they relate to the World Wide Web.

Our plenary speaker, Mary Ellen Bates will provide practical advice on how to avoid downsizing and outsourcing at your repository. Highlights on the program include sessions on Digital Imaging projects, Electronic Records, a roundtable discussion of the Kennedy Assassination Records Review Board, and a special session designed to "Stump the Archivist." Our luncheon speaker, local historian, Kathryn Smith will lead us on a slide tour of the Shaw neighborhood. The Saturday business meeting will feature a tribute to the late Fred Miller.

Be sure to take advantage of the free tours offered at the Holocaust Museum, George Washington's home at Mount Vernon, and the Library of Congress and the special tour of *Van Gogh's Van Gogh: Masterpieces from the Van Gogh Museum, Amsterdam* at the National Gallery of Art. The Friday reception will be one of the major highlights of the conference. Few Washingtonians, and even fewer archivists, have had the opportunity to party in the halls of Congress. We hope to see you in the imposing Caucus Room of the Russell Senate Office building, site of numerous historic events, including the Titanic and Watergate hearings.

Again, welcome to your nation's capital. We hope you enjoy the many events we have planned for your stay.

**Elizabeth Joffrion**  
**Marisa Keller**  
Local Arrangements Co-chairs

**Susan McElrath**  
Program Chair

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## ACKNOWLEDGMENTS

### THE LOCAL ARRANGEMENTS COMMITTEE OFFERS SPECIAL THANKS TO:

**History Associates** for providing pencils for the registration packets.

**David Keller** for computer support.

**Tracy Keller** for volunteer design work.

**Senator Patrick Leahy** for sponsoring MARAC's use of the Russell Caucus Room.

**Jill Neaves** and the staff at the Hyatt Regency Washington on Capitol Hill for professional, friendly service.

**Rock Creek Design Print** for terrific printing service.

**University Products** for sponsoring the Friday afternoon break.

**Geof Huth, Margaret Jerrido, John LeGloahec, and Marsha Trimble** for local arrangements advice and encouragement.

## COMMITTEE MEMBERS

### LOCAL ARRANGEMENTS COMMITTEE

**Beth Joffrion**, Archives of American Art, Co-chair  
**Marisa Keller**, The Corcoran Gallery of Art, Co-chair  
**Beth Alvarez**, University of Maryland  
**Kristine Kaske Anthony**, National Air and Space Museum  
**George Arnold**, American University  
**Danna C. Bell-Rusell**, National Equal Justice Library, American University  
**James Cassedy**, National Archives and Records Administration  
**Becky Collier**, National Archives and Records Administration  
**Fynnette Eaton**, Smithsonian Institution  
**Helen Lee Fletcher**, Handley Regional Library, VA  
**Janice Goldblum**, National Academy of Sciences  
**Faye Haskins**, DC Public Library  
**Colleen Hennessy**, Sackler/Freer Gallery of Art  
**Tim Mahoney**, University of Maryland  
**Susan Mitchem**, The Salvation Army  
**Sarah Turner**, Architect of the Capitol  
**Kathleen Williams**, Smithsonian Institution

### PROGRAM COMMITTEE

**Susan McElrath**, Mary McLeod Bethune Council House and Museum, Chair  
**Heidi Bamford**, Documentary Heritage Program  
**Mary Beth Corrigan**, School of Nursing, University of Maryland at Baltimore  
**Russell Gasero**, Reformed Church in America  
**Jennie Diaz Guilbaud**, National Archives and Records Administration  
**Karen Kaiser**, Nuclear Test Personnel Review Program, Jaycor  
**Susan L. Malbin**, Georgetown Branch, DC Public Library  
**Valerie Metzler**, Consultant  
**Clifford Muse**, Howard University  
**Joyce M. Ray**, Institute of Museum and Library Services  
**Gail Redmann**, Historical Society of Washington, DC  
**Janis L. Wiggins**, National Archives and Records Administration

## MARAC EXHIBITORS

**Annapolis Color**

106 Old Solomons Road  
Annapolis, MD 21401  
(410) 224-2637  
annapcolr@aol.com  
www.annapoliscolor.com

**Arcadia Publishing Co.**

2 Cumberland Street  
Charleston, SC 29401  
(843) 853-2070  
www.arcadiaimages.com

**Conservation Center for Art and Historic**

**Artifacts**  
264 S. 23rd Street  
Philadelphia, PA 109013  
(215) 545-0613  
ccaha@hsls.org  
www.ccaha.org

**Conservation Resources International**

8000H Forbes Place  
Springfield, VA 22151  
1 (800) 639-8422  
crisales@aol.com  
www.conservationsources.com

**Document Reprocessors.com**

5611 Water Street  
Middlesex, NY 14507  
(610) 344-4999  
www.documentreprocessors.com

**G. M. Wylie Company**

P.O. Box AA  
Washington, PA 15301  
(724) 225-0741  
info@gmwylie.com  
www.gmwylie.com

**The Hollinger Corporation**

P.O. Box 8360  
Fredericksburg, VA 22404-8360  
1 (800) 634-0491  
hollingercorp@intersurf.net  
www.holingercorp.net

**Hudson Microimaging**

P.O. Box 640  
Port Ewen, NY 12466  
(914) 338-5785  
hudimaging@aol.com

**IMR Limited**

P.O. Box 1777  
Harrisburg, PA 17105  
1 (800) 446-2826  
imr.joe@csrlink.net  
www.imrlimited.com

**Metal Edge, Inc.**

Riverdale, MD  
1 (800) 862-2228

**National Underground Storage**

P.O. Box 6  
Boyers, PA 16020  
(724) 794-8474  
nusstor@national-underground.com

**Spacesaver Systems, Inc.**

10800 Connecticut Avenue  
Kensington, MD 20895  
(301) 933-9390

**University Products**

517 Main Street  
Holyoke, MA 01040  
1 (800) 628-1912  
www.universityproducts.com

## SCHEDULE AT A GLANCE

### Thursday, November 19

8:00 am	—	7:00 pm	Registration
9:00 am	—	12 noon	Workshops
12 noon	—	4:30 pm	Mount Vernon tour
1:00 pm	—	4:00 pm	Workshops
1:15 pm	—	4:30 pm	United States Holocaust Memorial Museum tour
2:00 pm	—	3:00 pm	Library of Congress, Thomas Jefferson Building tour
2:00 pm	—	3:00 pm	Library of Congress, Manuscript Division tour
2:00 pm	—	5:00 pm	Committee Meetings
3:00 pm	—	4:00 pm	Library of Congress, Manuscript Division tour
6:00 pm	—	10:00 pm	Steering Committee meeting
9:00 pm			Hospitality Suite

### Friday, November 20

7:30 am	—	6:00 pm	Registration
8:00 am	—	5:00 pm	Exhibits
8:00 am	—	8:30 am	New Member meeting
8:00 am	—	9:30 am	Coffee and pastries
8:30 am	—	9:15 am	State Caucus meetings
9:30 am	—	10:30 am	Plenary Session/Speaker: Mary Ellen Bates, Bates Information Services
10:45 am	—	12:15 pm	Concurrent Sessions
12:30 pm	—	1:45 pm	Luncheon/Speaker: Kathryn Smith, local historian, "A Slide Tour of the Shaw Neighborhood in Washington, DC"
2:00 pm	—	3:30 pm	Concurrent Sessions
3:00 pm			Van Gogh's Van Goghs at the National Gallery of Art
3:30 pm	—	3:45 pm	Coffee break, sponsored by University Products
3:45 pm	—	5:15 pm	Concurrent Sessions
5:30 pm	—	6:30 pm	Program and Local Arrangement Committees/State College
6:30 pm	—	8:30 pm	Reception, Russell Caucus Room
9:00 pm			Hospitality Suite

### Saturday, November 21

7:30 am	—	11:30 am	Registration
8:00 am	—	12:00 pm	Exhibits
8:00 am	—	9:30 am	Continental Breakfast and Business Meeting
9:45 am	—	11:15 am	Concurrent Sessions
11:15 am	—	11:30 am	Coffee Break
11:30 am	—	1:00 pm	Concurrent Sessions

## THURSDAY, NOVEMBER 19

**REGISTRATION**  
8:00 a.m. – 7:00 p.m.

Ballroom Level Lobby

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**W1** **INTRODUCTION TO RECORDS APPRAISAL** **Yosemite**  
9:00 a.m. – 12:00 p.m.

This workshop will introduce general records appraisal concepts and other guidance for archivists to use in determining the historical and research values of institutional and organizational records, personal papers and manuscripts, and other records or collections that are likely to be transferred or donated to an archives, historical society, museum, library, or similar repository. The workshop will focus on appraising textual, non-textual, and electronic records, issues and problems that affect the appraisal process, and the relationship of appraisal to the mission, policies, decisions, and practices of an organization or institution.

Instructor: Larry Baume, National Archives and Records Administration

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**W2** **A MARRIAGE FOR THE NEW MILLENNIUM:  
FROM RECORDS & INFORMATION MANAGEMENT  
TO ARCHIVES** **Glacier**  
9:00 a.m. – 4:00 p.m.

The instructors will provide the elements of Records and Information Management, identifying the need for legal and industry compliance, reducing the risk of exposure and preparing the way to permanent archiving. This lively workshop is intended to show bottom-line savings in space, equipment, supplies and manpower. In addition, examples of what works and what does not will provide attendees with quick fixes resulting in immediate savings. Records and Information Management, together with Archives Management, will preserve corporate memory for the new Millennium.

Instructors: Sunny Bolander, CRM, Fidelity Deposit Corporation  
Beverly Roberts, CRM, Roberts Organizational Services, Inc.

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**W3** **LEGAL ISSUES** **Yosemite**  
1:00 p.m. – 4:00 p.m.

This workshop will provide a general introduction to copyright and related issues for archivists. Mark Fowler will discuss access procedures, fair use of documents, copyright and new media such as the web as well as forthcoming changes in the copyright law. Mr. Fowler has litigated several prominent cases regarding the fair use of unpublished materials, including the J.D. Salinger, Richard Wright, and L. Ron Hubbard cases. Mr. Fowler encourages participants to bring specific questions with them.

Instructor: Mark Fowler, Satterlee, Stephens, Burke, and Burke

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**W4** **INTRODUCTION TO ENCODED ARCHIVAL DESCRIPTION** **Library of Congress**  
1:00 p.m. – 5:00 p.m.

This will be a hands-on workshop designed for those with little or no EAD experience. Participants will examine briefly how finding aids are disseminated over the Internet via Gopher (ASCII text), Hypertext Markup Language (HTML) and Standard Generalized Markup Language (SGML). They will gain a basic familiarity with SGML-authoring software; explore the structure of finding aids and learn how that structure is represented in the EAD document type definition; learn how to access EAD documentation and advice; and discuss implementation issues and how to assist in developing a community standard for electronic finding aids.

*Please meet at the Security desk at the Independence Avenue entrance of the Library's Madison Building at 12:45 pm. The Madison Building is a 10 or 12 minute walk from the Hyatt Regency Washington. Please see the map on page 22 of this program or ask the conference registration desk staff for directions.*

Instructors: Mary Lacy, Manuscript Division, Library of Congress; Anne Mitchell, Prints and Photographs Division, Library of Congress; Helena Zinkham, Prints and Photographs Division, Library of Congress

THURSDAY, NOVEMBER 19, 1998

**T1                    GEORGE WASHINGTON'S MOUNT VERNON ESTATE AND THE MOUNT VERNON  
LADIES' ASSOCIATION LIBRARY  
12:00 P.M. - 4:30 P.M.**

Enjoy a late fall afternoon at George Washington's Mount Vernon, one of America's most historic homes. The beautiful estate and gardens overlooking the Potomac River appear much as they did during George and Martha Washington's years there. Mid-eighteenth century plantation life, from the mansion house to the slave quarters, is realistically portrayed at Mount Vernon.

A highlight of the tour will be a visit to the Research and Reference Library of the Mount Vernon Ladies' Association, which has owned and preserved Washington's home since 1858. Librarian Barbara McMillan will discuss the Association's library and archival collections, which document the history of the estate and its owners from the original 1674 land grant to the present day. The collections focus primarily on George Washington's tenure at Mount Vernon and are the basis for the restoration and interpretation of his home and plantation.

**Please meet in hotel lobby at 12:00 pm.**

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**T2                    UNITED STATES HOLOCAUST MEMORIAL MUSEUM AND ARCHIVES  
1:15 P.M. - 4:30 P.M.**

One of Washington, DC's most emotionally affecting attractions, the United States Holocaust Memorial Museum is America's national institution for the documentation, study, and interpretation of Holocaust history, and serves as this country's memorial to the millions of people murdered during the Holocaust.

The United States Holocaust Memorial Museum tour will include a self-guided viewing of the Museum's permanent exhibition, which powerfully chronicles the Holocaust, its origins, aftermath, and consequences. Participants will also visit the USHMM Archives, which holds textual records, photographs, and many other materials documenting the Holocaust, its perpetrators, victims, and survivors. Archivists will discuss their efforts to improve scholarly access to the archival record of the tragedy, such as the acquisition of microfilmed copies of German, Romanian, and other documentation captured by the Red Army during World War II and sequestered in the recently opened repositories of the former U.S.S.R.

**Participants will meet inside the Museum's front entrance at 100 Raoul Wallenberg Place, SW, Washington DC, which is a short walk from the Mall. The Museum can be easily reached by subway, 2 blocks from the Metro's Smithsonian stop. Group admission to the permanent exhibition is based on a timed reservation, so please be punctual.**

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**T3                    LIBRARY OF CONGRESS, THOMAS JEFFERSON BUILDING  
2:00 P.M.**

After a decade-long restoration, the Thomas Jefferson Building officially reopened to the public on May 1, 1997, with its great public spaces, hallways and individual rooms returned to their original grandeur. A guided tour of the Jefferson building is offered for MARAC members, who afterwards are invited to tour on their own the Library's exhibit areas, which highlights the "American Treasures of the Library of Congress" exhibit.

**Please meet at the Manuscript Division on the first floor of the Library's Madison Building. The tour will proceed from there to the Jefferson Building. Those who will be taking T5 (3 p.m. tour of the Manuscript Division) will be guided back to the Madison Building at the end of T3. The Madison Building is a 10 or 12 minute walk from the Hyatt Regency Washington. Please see the map on page 22 of this program or ask the conference registration desk staff for directions.**

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**T4 & T5            LIBRARY OF CONGRESS, MANUSCRIPT DIVISION  
T4 - 2:00 P.M., T5 - 3:00 P.M.**

Two separate guided tours of the Manuscript Division will be available for conference participants, at 2:00 pm and 3:00 pm. Visitors will be able to observe the Reading Room, and be escorted through the stack areas. Also featured will be the Preparation Section, which is the part of the division responsible for the organization and processing of collections.

**Please meet at the Manuscript Division on the first floor of the Library's Madison Building. The Madison Building is a 10 or 12 minute walk from the Hyatt Regency Washington. Please see the map on page 22 of this program or ask the conference registration desk staff for directions.**

**THURSDAY, NOVEMBER 19**

**MARAC COMMITTEE MEETINGS:**

**MEETINGS COORDINATING COMMITTEE**  
**2:00-5:00**

**Grand Canyon**

**EDUCATION COMMITTEE**  
**3:00-4:00**

**Olympic**

**OUTREACH COMMITTEE**  
**3:00-4:00**

**Sequoia**

**FINDING AIDS COMMITTEE**  
**4:00-5:00**

**Sequoia**

**NOMINATING COMMITTEE**  
**4:00-5:00**

**Columbia Foyer**

**MEMBERSHIP DEVELOPMENT COMMITTEE**  
**4:00-5:00**

**Columbia A**

**PUBLICATIONS COMMITTEE**  
**4:00-5:00**

**Olympic**

**FINANCE COMMITTEE**  
**4:45-5:30**

**Sequoia**

**STEERING COMMITTEE**  
**5:30-9:30**

**Olympic**

**HOSPITALITY SUITE**  
**9:00**

**Capital Suite**

**REGISTRATION**

Ballroom Level Lobby

7:30 a.m. – 6:00 p.m.

**EXHIBITS**

Regency Foyer

8:00 a.m. – 5:00 p.m.

**NEW MEMBER MEETING**

Glacier

8:00 a.m. – 8:30 p.m.

**COFFEE AND PASTRIES**

Regency Foyer

8:00 a.m. – 9:30 p.m.

**STATE CAUCUS MEETINGS**

8:30 a.m. – 9:15 p.m.

Delaware  
 District of Columbia  
 Maryland  
 New Jersey  
 New York  
 Pennsylvania  
 Virginia  
 West Virginia

Sequoia  
 Bunker Hill  
 Lexington  
 Yosemite  
 Everglades  
 Bryce  
 Yellowstone  
 Glacier

**PLENARY SESSION**

**AVOIDING THE AX: HOW TO KEEP FROM  
 BEING DOWNSIZED OR OUTSOURCED**  
 9:30 a.m. – 10:30 a.m.

Regency A

Mary Ellen Bates will speak about the current trends of downsizing and outsourcing and potential steps that archivists can take to respond.

**CONCURRENT SESSIONS  
 10:45 - 12:15****S1 ELEMENTS OF A HERITAGE TOURISM INITIATIVE** Glacier

This session outlines the elements of a successful heritage tourism initiative and the role of collections and information systems in developing new approaches to tourism based on historical and cultural content. Jerold Kappel will provide an overview of the subject. Brent Glass will focus on partnerships. Claudia Polley will discuss developing new heritage products that expand audiences and increase awareness of African American heritage.

Chair: Barbara Franco, Historical Society of Washington, DC  
 Presenters: Brent Glass, Pennsylvania Historical & Museum Commission  
 Claudia Polley, National Association for African American Heritage Preservation  
 Jerold Kappel, American Association of Museums

**S2 PROFESSIONAL HYBRIDS: ON BEING  
 HISTORICALLY AND ARCHIVALLY MINDED** Ticonderoga

Even though promoting an understanding of the past is central to both historians and archivists, members of each profession have misconceptions of the other. Yet, "historically-minded" archivists and "archivally-minded" historians have flourished within their respective professions, as have the members of this panel. They will discuss their backgrounds, how their understanding of both professions enhanced their professional contributions, and ways that the professions can bridge their gap.

Moderator: Gregg Kimball, Virginia State Library  
 Presenters: Phillip L. Cantelon, History Associates, Inc.  
 Timothy Meagher, Catholic University  
 Marilyn Pettit, St. John's University  
 Howard Gillette, The George Washington University

## FRIDAY, NOVEMBER 20

### CONCURRENT SESSIONS (CONTINUED) 10:45 - 12:15

**S3**

#### IT WAS MUCH BETTER THAN THE MOVIE: RETROSPECTIVE ON THE WORK OF THE JFK ASSASSINATION RECORDS REVIEW BOARD

Conference Theater

Steve Tilley from the National Archives and Records Administration will lead a panel discussion on the work of the JFK Assassination Records Review Board. The panel will feature a lawyer, a journalist, and historian to provide a diversity of viewpoints.

Panelists:

Steve Tilley, National Archives and Records Administration  
Bill Joyce, Princeton University  
Elizabeth Pugh, General Counsel, Library of Congress  
Max Holland, Historian (forthcoming book on the history of the Warren Commission)  
George Lardner, Washington Post

**S4**

#### APPRaising SCIENTIFIC RECORDS

Yellowstone/Everglades

This session will address the particularities of appraising scientific records with the inherent problems they represent. We will review the American Institute of Physics approach to establishing appraisal guidelines and recommendations for records created from a variety of physics-related fields; follow some of the challenges of dealing with Department of Energy classified science records; and examine the events that led to and the follow up of the disposition and destruction of the Naval Research Laboratory's notebooks.

Chair:

Presenters:

William Le Furgur, National Archives and Records Administration  
Joseph Anderson, Center for History of Physics, American Institute of Physics,  
"Doing Fieldwork with Scientists to Develop Appraisal Guidelines"  
Roger Anders, US Department of Energy,  
"Appraising Department of Energy Classified Scientific Records"  
Richard Wood, National Archives and Records Administration,  
"The Naval Research Laboratory Records Appraisal and Disposition: An Overview"

**S5**

#### AFRICAN-AMERICANS AND ARCHIVAL SCIENCE: MAJOR ARCHIVAL ISSUES FOR THE 21st CENTURY

Grand Teton

The shifting demographics during the 21st Century will significantly impact the economic status of African Americans in American society. To take advantage of employment opportunities in the archival arena, African Americans, as well as other job seekers, will need to understand and be prepared to deal with major issues in the archival field. Through a roundtable discussion, the session participants will focus on major archival issues for the 21st century as they relate to African Americans. Some issues to be discussed include professional development, recruitment, appraisal/collection development, description, publications, outreach, and technology.

Chair:

Participants:

Wilda Logan Willis, National Archives and Records Administration  
John Fleckner, National Museum of American History  
Thomas C. Battle, Moorland-Spingarn Research Center  
Lucious Edwards, Virginia State University  
Debra Newman-Ham, Morgan State University  
Harold Dodson, Schomburg Center for Research in Black Culture

### LUNCHEON - 12:30 P.M. - 1:45 P.M.

Regency A

Luncheon Speaker - Kathryn Smith, Local Historian  
"A Walking Tour of the Shaw Neighborhood in D.C."

**CONCURRENT SESSIONS**  
**2:00 P.M. – 3:30 P.M.****S6 THIS IS YOUR LIFE: THE LONE ARRANGER** Glacier

Lone Arrangers are the only archivists working in their organizations. The presenters will discuss how lone arrangers have overcome professional isolation, secured funding, raised awareness regarding archival issues and achieved success in controlling their collections.

Moderator: Mary Mannix, Howard County Historical Society  
Presenters: Steven Wheeler, New York Stock Exchange, "Up and Downsizing: Coping with the Vagaries of Corporate Staffing"  
William Peniston, Newark Museum, "Me and My Minions"  
Charles Greifenstein, College of Physicians of Philadelphia, "The Loneliness of the Lone Arranger: Finding Time, Finding Help"  
Brother Denis Sennett, Friars of the Atonement Archives/Records Center, "Lone Arranger Rides Again"

**S7 DIGITAL IMAGING PROJECTS-  
TECHNICAL AND MANAGEMENT ISSUES** Ticonderoga

Digital imaging projects are increasingly common in archives, libraries, and museums. These projects are inherently complex and technically demanding. This presentation will focus on providing an overview of technical imaging issues regarding digitizing a variety of archival records, including textual records, photographs, maps and plans, and other graphic material. The presenter will discuss the technical specifications used for digitizing records for the Electronic Access Project at the National Archives. Also, the management of a digital imaging project is a complex task. The presenter will provide an overview of digital imaging project management, and will discuss management tools and approaches used by staff at the National Archives for the digitization portion of the Electronic Access Project.

Presenter: Steven Puglia, Preservation and Imaging Specialist, Special Media Preservation Laboratory, National Archives and Records Administration

**S8 ASK THE EXPERTS** Conference Theater

Come and stump the "experts". Several archivists with lengthy archival experience will be available to answer audience questions relating to any archival topic of interest. All are welcome.

Experts: Rob Harding, Frank Burke, Chris Ward, Fred Stielow, Linda Henry, Adele Lerner, and Laurie Baty

**S9 DISASTER RESPONSE AND PREPAREDNESS** Yellowstone/Everglades

This session will look at disaster response and preparedness. Yvonne Carignan will talk frankly about her experiences trying to cleanup after a water leak damaged special collections materials at the University of Maryland. Bill Minter will discuss his experiences treating water damaged archival and book materials. Linda Nainis will discuss disaster planning.

Chair: Doug McElrath, Curator of Marylandia and Rare Books, University of Maryland  
Presenters: Yvonne Carignan, Preservation Librarian, University of Maryland, "Vetting the Vendor: The Flooding to Freeze Drying Experience at the University of Maryland Libraries"  
Bill Minter, William Minter Bookbinding and Conservation, Inc.  
Linda Nainis, Pro-Text, "The Ten Steps to Disaster Planning"

**T6 VAN GOGH'S VAN GOGH'S: MASTERPIECES FROM THE VAN GOGH MUSEUM,  
AMSTERDAM AT THE NATIONAL GALLERY OF ART**  
**3:00 P.M.**

Please meet at the National Gallery's 6th St. and Constitution Avenue entrance.

**COFFEE BREAK, SPONSORED BY UNIVERSITY PRODUCTS**  
**3:00 P.M. - 3:45 P.M.**Regency Foyer

## FRIDAY, NOVEMBER 20

### CONCURRENT SESSIONS 3:45 P.M. – 5:15 P.M.

**S10**

#### OUTREACH: GET 'EM, GRAB 'EM, HOLD 'EM: FROM 'NET TO ACCESS

Glacier

This session will look at innovative techniques that encourage use and access to archives. Wynell Schamell will talk about public outreach and opportunities for collaboration between large and small archives. Elaine Engst will present information on her digital access case study. Judith Reid will talk about genealogical use of archival resources and web sites.

Chair:

Presenters:

Elsie Freeman Finch, National Archives and Records Administration (ret.)  
Wynell Schamell, National Archives and Records Administration,  
"The Digital Classroom: Linking with the Great and Small"  
Elaine Engst, Cornell University, "Digital, Web and Real: Reaching Out"  
Judith Reid, Head Local History & Genealogy, Library of Congress,  
"Internet Resources for Genealogy"

**S11**

#### SPACE PLANNING FOR ARCHIVES: IDEAL VS. REAL

Ticonderoga

Lack of space is an issue that confronts almost everyone who works with archives and manuscripts. In this session, Kathleen McDonough will explain how to plan for a building project, whether it is a renovation, addition, or new building. She will discuss how to determine your space needs, the importance of a building program and a general long-range plan, the roles of building consultants and architects, and the construction process, as well as preservation, security, and budget/financial concerns. Danna Bell-Russel will relate her real-life experience with the renovation of the Washington College of Law's National Equal Justice Library at American University. She will talk about what it is like to have only a few months to redesign a facility and how it feels when there are only three weeks left until dedication and the project is still not complete. She will also discuss the importance of flexibility, how miracles do happen, and how the process is difficult but survivable.

Moderator:

Geraldine Phillips, Deputy Assistant Archivist for Record Services,  
National Archives and Records Administration

Panelists:

Kathleen C. McDonough, Partner, UpCountry Consultants  
Danna Bell-Russel, Curator, National Equal Justice Library,  
Washington College of Law, American University

**S12**

#### WHAT WILL YOU DO ABOUT ELECTRONIC RECORDS?

Conference Theater

Fynnette Eaton will lead a panel discussion of how different types of institutions are dealing with the issues represented by the increasing use of electronic dissemination and exchange of information by organizations. Subjects to be discussed will include e-mail, web sites, databases, and migration of electronic information to useable formats for manuscript repositories handling records of former U.S. Senators.

Panelists:

Fynnette Eaton, Smithsonian Institution Archives  
Karen Paul, Senate Historical Office  
Jackie Esposito, Pennsylvania State University Archives  
Leslie Simon, CIGNA Archives

**S13**

#### SO MANY BOXES SO LITTLE TIME: TIME MANAGEMENT IN ARCHIVES

Yellowstone/Everglades

Much of time management is learning to set priorities and to balance responsibilities. Bernice Lemley will focus on keeping things in perspective. Michael Rhode will offer learned-on-the-job advice about applying common sense and moderation to achieve both personal and professional satisfaction.

Chair:

Presenters:

Susan Rishworth, American College of Obstetricians and Gynecologists  
Bernice Lemley, "Einsteinian Time Management:  
The Infinite Estate with Too Many Relatives"  
Michael Rhode, National Museum of Health and Medicine,  
"Practical Heresy or Heretical Practicality"

FRIDAY, NOVEMBER 20

**CONCURRENT SESSIONS**  
**3:45 P.M. - 5:15 P.M.**

**S14 MINING THE AMERICAN FOLK LIFE CENTER**

Grand Teton

This session will celebrate one of our nation's lesser-known research facilities, the American Folk Life Center, which is based at the Library of Congress. Alan Jabbour, the Center's Director, will highlight its programs and holdings. In 1984, musician and researcher Stephen Wade made a presentation at the annual meeting of the Society of American Archivists that detailed his usage of archival materials in his performances. In record time for a scholarly journal, that talk, "A Storyteller's Story," was published in the American Archivist. Now Wade continues that story with his work as an editor and annotator of the landmark 1997 CD, "A Treasury of Library of Congress Field Recordings," coupled with his ongoing NPR radio series and forthcoming book about these archival treasures.

Chair: Leonard Rapport, National Archives and Records Administration (ret.)  
Presenters: Alan Jabbour, Director of the American Folk Life Center, Library of Congress  
Stephen Wade, Scholar of American Folk Music

**LOCAL ARRANGEMENTS/STATE COLLEGE**  
**5:30 P.M. - 6:30 P.M.**

Everglades

**PROGRAM COMMITTEE/STATE COLLEGE**  
**5:30 P.M. - 6:30 P.M.**

Yellowstone

**RECEPTION,**  
**6:30 P.M. - 8:30 P.M.**

Russell Caucus Room

The Russell Caucus Room is located in the Russell Senate Office Building at Constitution and Delaware Avenues, a five minute walk from the Hyatt Regency Washington. Please see the map on page 22.

**HOSPITALITY SUITE**  
**9:00 P.M.**

Capital Suite

SATURDAY, NOVEMBER 21

**REGISTRATION 7:30 - 11:30**

Ballroom Level Lobby

**EXHIBITS 8:00 A.M. - 12:00 P.M.**

Regency Foyer

**CONTINENTAL BREAKFAST AND BUSINESS MEETING**  
**8:00 A.M. - 9:30 A.M.**

Capitol Room

**CONCURRENT SESSIONS**  
**9:45 A.M. - 11:15 A.M.**

**S15 CREATIVE STAFFING IN TIGHT BUDGET TIMES:  
TRAINING PROFESSIONALS TO USE VOLUNTEERS  
IN ARCHIVAL SETTINGS**

Glacier

This session will cover issues related to preparing archives professionals for the challenges of staffing archival programs, particularly the effective use of volunteers. Bruce Dearstyne will speak on preparing students for work in archival programs, including how to work with volunteers. Kathryn Ray will speak on recruiting and using volunteers, including pitfalls to avoid. Michelle Krowl will speak on training and working with volunteers from the volunteer's perspective.

Moderator: Gail Redmann, Historical Society of Washington, DC  
Presenters: Bruce Dearstyne, University of Maryland  
Kathryn Ray, Tenley Branch Manager, DC Public Library  
Michelle Krowl, Ph.D. Candidate, UC Berkeley, HSW Volunteer

## SATURDAY, NOVEMBER 21

### CONCURRENT SESSIONS (CONTINUED) 9:45 A.M. - 11:15 A.M.

**S16**

#### RACE AND ETHNICITY: THE PROCESS OF INTERPRETATION THROUGH THE SELECTIVE FILTERS OF ARCHIVAL AUDIOVISUAL RECORDS

Ticonderoga

As published and electronic information increases about archival audiovisual records documenting the life, history, and culture of minorities, the concepts of race and ethnicity in American society undergo a more eclectic examination. The session presenters will discuss representations of race and ethnicity in their holdings with the hope this will encourage dialog about interpretations.

Chair:

Joellen ElBashir, Moorland-Spingarn Research Center

Presenters:

Faith Davis Ruffins, National Museum of American History,

"Ethnic Imagery in the Landscape of Commerce, 1880-1990"

Wayne D. Shirley, Library of Congress, "Music Collections in the Library of Congress"

Donna M. Wells, Moorland-Spingarn Research Center,

"Graphic Collections in the Moorland-Spingarn Research Center"

**S17**

#### INFORMATION MANAGEMENT, TECHNOLOGY, AND ARCHIVES

Conference Theater

This session will focus on the experiences of two archivists who have incorporated various degrees of new technology into their work environment. One speaker will also focus on the institutional relationships between the archivists and information managers. Ample time will be available for questions and a group discussion of the impact of technology and the relationships with other information management professionals in member's archives.

Presenters:

Joe Coen, Archdiocese of Brooklyn Archives

Ellen Pierce, Maryknoll Archives

**S18**

#### PARTNERSHIPS AND THE INSTITUTE OF MUSEUM AND, LIBRARY SERVICES

Grand Teton

The Library and Technology Act of 1996 created opportunities for activities with national impact providing models that can be widely adapted or replicated by others to extend the benefit of federal support. Partnerships are encouraged in all priority areas and are required in model programs of cooperation between museums and libraries. Betsy Sywetz will provide information about IMLS programs where archival participation can advance access to information for the people of the United States. Dr. Joyce Ray, who administers the National Leadership Grant Program, will describe this program and some models of particular interest to the archival community.

Presenters:

Elizabeth Sywetz, Deputy Director, Office of Library Services,  
Institute of Museum and Library Services

Joyce Ray, Director of the Office of Discretionary Programs,

Office of Library Services, Institute of Museum and Library Services

**S19**

#### PRESERVATION/RESTORATION OF VIDEO, FILM AND AUDIO (SPECIAL FOCUS II)

Yellowstone/Everglades

This session continues the Special Focus Session held last fall in Wilmington. We will continue the dialogue of preservation/restoration from the professional point of view i.e. labs, duplication houses, etc., who do the work. They will present a show and tell of the craft. We will also hear from an archive in the midst of a preservation project and we will learn how does one contract with those outside companies to obtain the best possible deal.

Chair:

Sarah Meyerson, Consultant

Presenters:

Alan Stark, Film Technology Company, Inc.

Alan Lewis, Motion Picture, Sound & Video Branch, NARA

Mary Cutting, The Cutting Corporation

**COFFEE BREAK 11:15 - 11:30**

Regency Foyer

## SATURDAY, NOVEMBER 21

### CONCURRENT SESSIONS (CONTINUED) 9:45 A.M. - 11:15 A.M.

**S16**

#### RACE AND ETHNICITY: THE PROCESS OF INTERPRETATION THROUGH THE SELECTIVE FILTERS ARCHIVAL AUDIOVISUAL RECORDS

As published and electronic information increases about archival audiovisuals, the life, history, and culture of minorities, the concepts of race and ethnicity undergo a more eclectic examination. The session presenters will discuss race and ethnicity in their holdings with the hope this will encourage dialog and discussion.

Chair:

Presenters:

Joellen ElBashir, Moorland-Spingarn Research Center  
Faith Davis Ruffins, National Museum of American History  
"Ethnic Imagery in the Landscape of Commerce, 1880-1920"  
Wayne D. Shirley, Library of Congress, "Music Collections  
Donna M. Wells, Moorland-Spingarn Research Center,  
"Graphic Collections in the Moorland-Spingarn Research

**S17**

#### INFORMATION MANAGEMENT, TECHNOLOGY, AND ARCHIVES

This session will focus on the experiences of two archivists who have incorporated new technology into their work environment. One speaker will also focus on the relationships between the archivists and information managers. Ample time will be provided for questions and a group discussion of the impact of technology and the relationship between management professionals in member's archives.

Presenters:

Joe Coen, Archdiocese of Brooklyn Archives  
Ellen Pierce, Maryknoll Archives

**S18**

#### PARTNERSHIPS AND THE INSTITUTE OF MUSEUM AND, LIBRARY SERVICES

The Library and Technology Act of 1996 created opportunities for activating partnerships that can be widely adapted or replicated by others to expand their support. Partnerships are encouraged in all priority areas and are required for the Institute of Museum and Library Services. Betsy Sywetz will provide programs where archival participation can advance access to information for all States. Dr. Joyce Ray, who administers the National Leadership Grant Program and some models of particular interest to the archival community.

Presenters:

Elizabeth Sywetz, Deputy Director, Office of Library Services  
Institute of Museum and Library Services  
Joyce Ray, Director of the Office of Discretionary Program  
Office of Library Services, Institute of Museum and Library Services

**S19**

#### PRESERVATION/RESTORATION OF VIDEO, FILM AND AUDIO (SPECIAL FOCUS II)

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Chair:

Presenters:

Sarah Meyerson, Consultant  
Alan Stark, Film Technology Company, Inc.  
Alan Lewis, Motion Picture, Sound & Video Branch, NARA  
Mary Cutting, The Cutting Corporation

**COFFEE BREAK 11:15 - 11:30**

### Session 11 - Space Planning for Archives: Ideal vs. Real

Richard Crawford, Archivist, Access Programs, National Archives and Records Administration, will be substituting for Kathleen C. McDonough. Mr. Crawford will contrast NARA's space planning efforts during 1996 with current plans for renovating the downtown building.

## Session 11 - Space Planning for Archives: Ideal vs. Real

Richard Crawford, Archivist, Access Programs, National Archives and Records Administration, will be substituting for Kathleen C. McDonough. Mr. Crawford will contrast NARA's space planning efforts during 1996 with current plans for renovating the downtown building.

**CONCURRENT SESSIONS**  
**11:30 A.M. – 1:00 P.M.****S20****THE BENEFITS AND CHALLENGES OF COLLABORATIVE PROJECTS****Glacier**

Collaboration can benefit each partner by combining individual strengths. Pam Cassidy Whitenack will present the joint oral history/museum interpretation project at the Hershey Community Archives and the Hershey Museum. Margery Sly will discuss the challenges of collaborating across geographical, cultural, and professional boundaries within the same institution. Tanya Marshall will focus on the importance of collaboration between archivists and two prominent constituencies - graduate students and genealogists. She will present the results of a survey of nine ALA accredited library schools and NARA's reaction to an Internet genealogy study that she conducted over the summer.

Chair:

Presenters:

Jeannine Mark, Howard Hughes Medical Institute  
Pam Cassidy Whitenack, Hershey Community Archives, "Oral History/Museum Interpretation Project: Hershey Community Archives and Hershey Museum"  
Margery Sly, Department of History and Records Management Services, Presbyterian Church (USA), "Complementary Cultures: Collaborating Across Geographical, Cultural, and Professional Boundaries"  
Tanya Marshall, University of Maryland, "Collaboration Between Archivists and their Constituents"

**S21****ACADEMIC ARCHIVES AND THE  
UNDERSTANDING OF LOCAL HISTORY****Ticonderoga**

The archival holdings of colleges and universities document not only institutional growth and expansion but frequently provide a window for viewing, interpreting, and understanding local historical developments. The presenters, representing Washington, DC university repositories, will discuss how archival records can provide important information about community life, history, and culture.

Chair:

Presenters:

Katie Salzmann, Moorland-Spingarn Research Center  
G. David Anderson, George Washington University, "At the Center of Foggy Bottom, GW and the Local Community"  
Lauren Brown, University of Maryland, "Local History at the University of Maryland Libraries"  
Jon K. Reynolds, Georgetown University, "Local History Sources at Georgetown"

**S22****ARCHEOLOGY AND ARCHIVES****Conference Theater**

This session will look at the relationship between archeologists and archivists. Two professional archeologists will discuss using archives for historical research and the importance of documentation for archeologists.

Presenters:

Paula Zitzler, Archeologist  
David Orr, Archeologist, National Park Service

**S23****CALLING IN THE CAVALRY:  
CLIENT-CENTERED ADVOCACY****Yellowstone/Everglades**

As a client-based consulting firm, History Associates Incorporated, provides advice and support for an array of archival institutions. This session will examine some of the ways an outside firm can be used to advocate for and implement archival services.

Presenters:

Anita M. Weber, History Associates, "From Idea to Archives"  
Rebecca J. Fitzgerald, History Associates, "Advocates and Partners"  
Michael Randers-Pehrson, History Associates, "Using an Intranet to Build Awareness and Provide Services"

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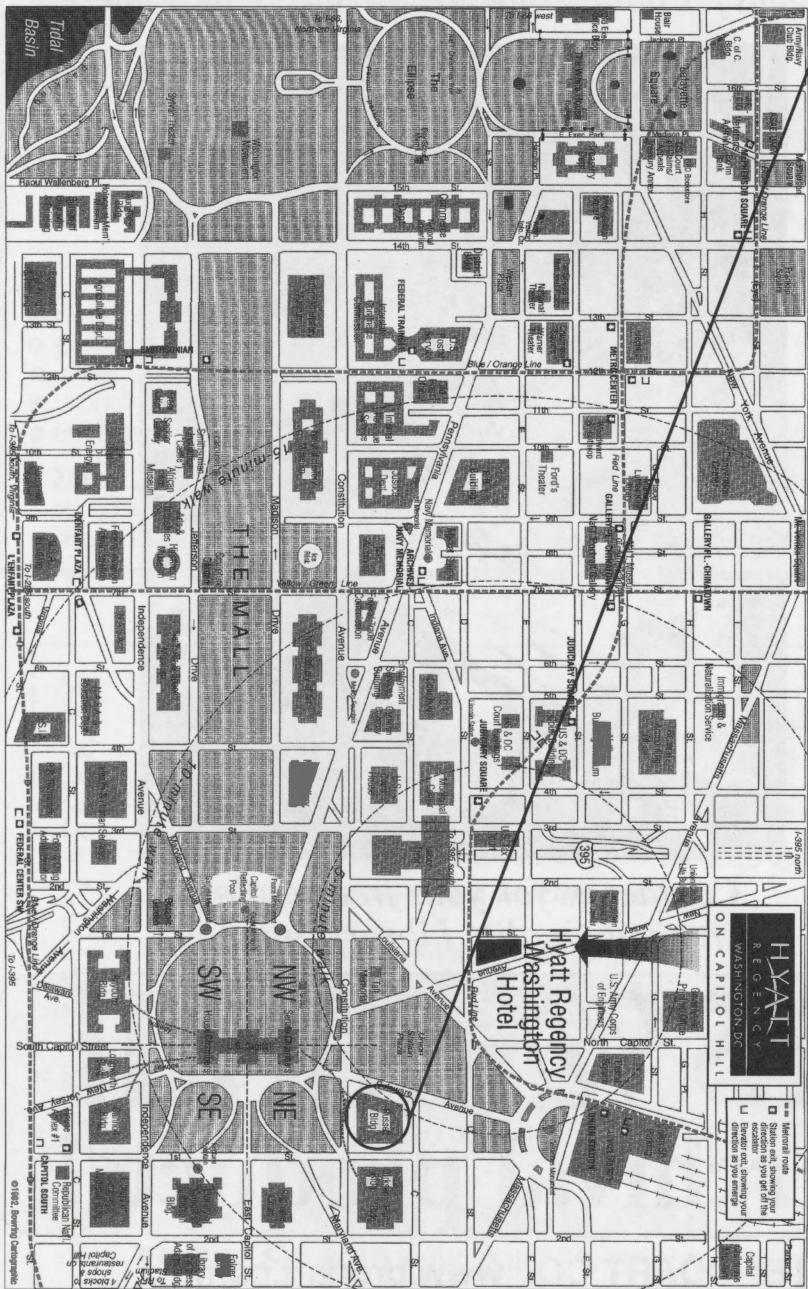
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## MAP OF WASHINGTON, D.C.



## Russell Caucus Room

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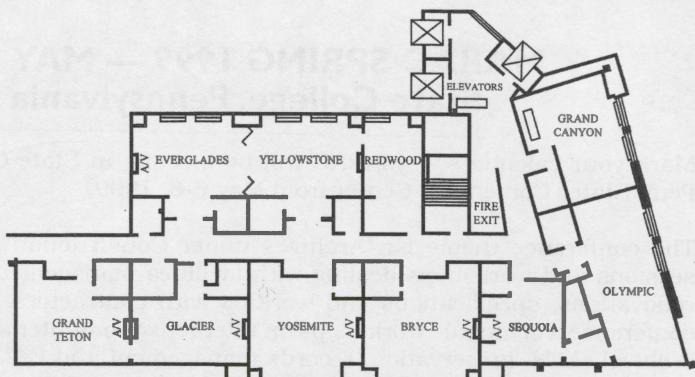
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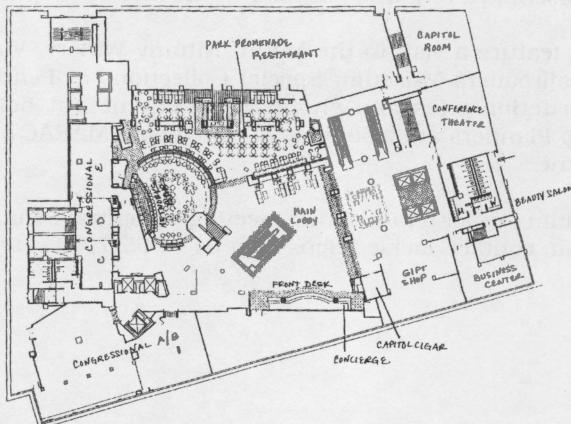
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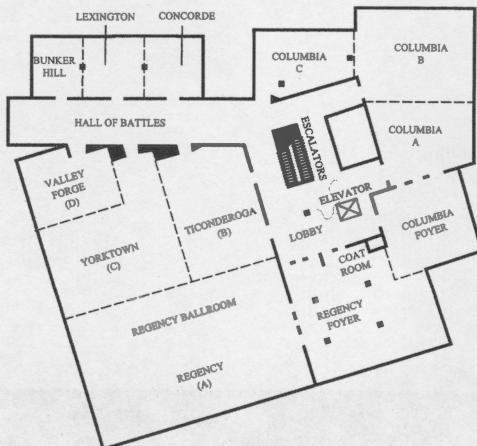
### CONFERENCE LEVEL



### LOBBY LEVEL



### BALLROOM LEVEL



## **MARAC SPRING 1999 — MAY 6-8**

### **State College, Pennsylvania**

Mark your calendars — MARAC will be meeting in State College, PA at the Penn Stater Conference Center from May 6-8, 1999.

The conference theme is: "Archives under Construction" and will feature sessions and workshops dealing with facilities management, new buildings, renovations, specifications and working with contractors. In addition, the conference will include workshops on interactive computer applications, basic archival skills, preservation, records management and EAD. Other program sessions will take advantage of the multi-media capabilities of this high-tech facility as well as offer a broad range of traditional topics. The luncheon speaker, Heinz Henisch, is a renowned scholar in the history of photography.

Tours will feature a visit to the Mount Nittany Winery, Victorian Bellefonte, Altoona Railroaders Museum, Special Collections at Penn State University, the construction sites and shopping in quaint but beautiful downtown Boalsburg. Planners are also busy at developing MARAC's first archival Golf Tournament.

Plan on joining us for a rare spring meeting in Central Pennsylvania. For more information, contact Jackie Esposito at 814-865-7931.